

**2 FEBRUARY 1996**



**Personnel**

**HEADQUARTERS AIR FORCE MATERIEL  
COMMAND/LOGISTICS (HQ AFMC/LG)  
CAREER-BROADENING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/LGR (Ms Luanne Rumer)

Certified by: HQ AFMC/LGR  
(Ms Joyce E. Lehmkuhl)

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This instruction implements AFD 36-1, *General Civilian Personnel Provisions and Authorities*. It explains recruitment, assignment and return of individuals participating in this program. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the prescribed in this instruction is 10 U.S.C. 8013. Privacy Act statements required by AFD 36-1 are in the body of each form or document, or in a separate statement accompanying each document. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

This instruction replaces the AFMC Maintenance and Distribution Rotational Programs; while the Maintenance Recruitment and Development Program (MRDP) and Field Module Program are defunct.

**1. Purpose.** To support the achievement of the AFMC command goal to “Enable Our People to Excel” by providing development opportunities through productive work experiences at HQ AFMC, the Air Logistics Centers and the Product Centers for civilian employees who show potential for advancement to higher level management positions within the command. This program provides career broadening for qualified employees to use their expertise in the performance of ongoing workloads.

**2. Objectives:**

- 2.1. Incorporate the crossfeed of expertise and information between the headquarters and the centers to meet the needs of the customer.
- 2.2. Acquire needed skills to enhance the AFMC future capability.
- 2.3. Achieve better use of skills.

- 2.4. Improve future management of the AFMC mission.
- 2.5. Increase efficiency and effectiveness within the logistics community.
- 2.6. Increase the professionalism of the workforce.
- 2.7. Involve center directorates in special projects and the corporate audit and assessment process.
- 2.8. Increase the mobility of the civilian workforce.
- 2.9. Serve as a career-broadening opportunity for the civilian workforce.

### 3. Definitions:

- 3.1. Parent Activity. Owning organization where the authorization is on the unit manpower document (UMD). Organization where the career broadener was employed and selected from and to which the broadener will return upon completion of the assignment.
- 3.2. Host Activity. Organization where the broadener is assigned for the tour of duty.

### 4. General:

- 4.1. Functional areas covered by the HQ AFMC/LG Career-Broadening Program include areas such as: item management, equipment, facilities, production, industrial fund management, management systems, resource management, workloading, quality assurance, interservicing, technology, supply policy and procedures, airlift management, shipment management, international transportation, traffic management and packaging policy.
- 4.2. Position grade determinations will be made on a case-by-case basis.
- 4.3. Persons selected for assignment under this program must sign a mobility agreement ([Attachment 1](#)) as a condition of acceptance into the program. They will also continue to receive full consideration for promotions at their parent activity during their participation in this program.
- 4.4. The following take-back agreement will be signed by the parent activity: "Upon conclusion of the career-broadening assignment, I agree to place (name of career broadener) on a (permanent grade) position based on available positions at (name of parent activity)."
- 4.5. Official Personnel Files (OPFs) of persons selected for assignment under the program will accompany the employee with each permanent change of station (PCS) move. This allows for ease in personnel-/payroll-servicing of the employee. The parent activity continues to carry the employee on its UMD and budgets for his or her salary, benefits, awards, PCS moves and potentially some TDY and training.
- 4.6. The Human Resource Management Office (HQ AFMC/LGR) of the Directorate of Logistics at HQ AFMC will serve as the program management office for this instruction and will house the program coordinator for this program. Each center will assign a program coordinator to implement this program. Program coordinators serve as points of contact to resolve any issues encountered and to ensure the objectives of this program are met.
- 4.7. The parent activity will ensure that the personnel accounting symbol (PAS) code of the manpower authorization to which the career broadener is assigned has the appropriate operating location established; i.e., if someone is assigned to a center UMD with an operating location at Wright-Patter-

son AFB OH, a distinct PAS code for that scenario must exist to allow the incumbent's Wright-Patterson duty location to print on their personnel actions (SF 50, **Notification of Personnel Action**).

**5. Position Designation.** Positions to be used for this career-broadening program fall in three categories:

5.1. Five "core" positions, one at each ALC, have been identified for permanent use in this program. The UMD authorizations reside on the center/FM UMD and are DMBA funded. These positions may not be used for any other purpose than this career-broadening program unless it is coordinated between HQ AFMC/LG and the center/CD and FM. These five positions can be filled without regard to the DoD stopper list process and therefore, only reassignments at grade and temporary promotions are authorized.

5.2. Any vacant UMD authorization (over and above the five core positions) may be designated by HQ AFMC/LG or center logistics related functional area to be filled through this career-broadening program. However, these positions are not exempt from the DoD stopper list process and therefore are treated as any vacancy submitted for fill and span of consideration could include permanent promotion. Once local fill procedures are satisfied, the SF 52, **Request for Personnel Action**, can be released to the designated host activity for fill.

5.3. Individuals also may be laterally exchanged between the logistics communities within the head-quarters and/or the centers for career broadening.

**6. Announcement/Selection Processes:**

6.1. Once the parent activity projects a UMD vacancy, a position description (PD) is developed or identified for the career-broadening position by the host activity. At the same time, specific conditions for selection are determined, i.e., the duration of the career-broadening assignment; the mobility agreement; and any other pertinent information to be put in the announcement. The PD and information are forwarded to the parent activity.

6.2. The parent activity submits SF 52 to and works with their servicing Personnel Flight to announce the vacancy ([Attachment 2](#) is standard vacancy announcement format).

6.3. The parent activity servicing Personnel Flight issues a profile to the parent activity in accordance with local procedures.

6.4. The parent activity notifies the host activity upon receipt of certificates and invites them to participate in the selection/interview process.

6.5. Once selection is made, the incumbent signs the mobility agreement and a copy is forwarded to the host activity. Also, the losing and gaining supervisors come to an agreement on the PCS effective date.

6.6. The host activity prepares a reassignment-CAO SF 52 with the agreed-to PCS effective date. This will start the processing of PCS orders and notify the releasing Civilian Personnel Flight (CPF) to transfer the selected individual's OPF to the host CPF.

**7. Mobility.** Career-broadening employees are subject to mobility agreements ([Attachment 1](#)) in accordance with [paragraph 4.3](#).

**8. Tour of Duty:**

8.1. The normal tour of duty for career-broadening assignments will be three years; however, this can be determined on a case-by-case basis.

8.2. Requests for early termination or extension of the tour, whether by employee or management, must be coordinated and agreed to by both the parent and host activities at the two-digit symbol level for approval. These requests must state the reason for the request, the impact if the request is denied and the new proposed effective date of return of the career broadener to the parent activity.

## **9. Return to Parent Activity:**

9.1. Approximately 3 months before completion of the career-broadening assignment, the parent activity prepares a reassignment-CAO SF52 with the agreed-to PCS effective date. This will start the processing of the PCS orders and notify the releasing CPF to transfer the individual's OPF back to the parent activity.

9.2. The employee is returned to the parent activity at the grade agreed to in the mobility agreement.

9.3. Employees could be returned early to the parent activity for reasons determined to be in the best interest of the Air Force by the two-digit symbol at the host activity.

9.4. Employees who accept a noncareer-broadening position at the host activity or any other activity will no longer have return rights to the parent activity.

## **10. Pay:**

10.1. Employees will be paid from funds of the parent activity (the owner of the UMD authorization), but will be payroll-serviced by the host activity.

10.2. At least three pay periods prior to the expected PCS date, the parent activity program coordinator will request, in writing, the payroll-servicing office at the parent activity to submit the appropriate paperwork to the payroll-servicing office at the host activity to ensure continuity in payroll servicing.

10.3. At least two pay periods before the termination of the career-broadening tour, the program coordinator at the parent activity will notify, in writing, the payroll-servicing office at the parent activity to cancel the authority and regain payroll servicing of the employee.

**11. Temporary Duty (TDY).** TDY assignments performed during the career-broadening tour will be funded by the host activity unless the TDY is performed to accomplish a specific mission for the parent activity who would then fund that TDY.

**12. Training.** Training performed during the career broadening will be funded by the host activity unless it is performed to fulfill a specific training requirement for the parent activity who would then fund for that training.

**13. Performance.** Any actions related to the performance of the employee will be accomplished by the first-level supervisor at the host activity in accordance with servicing-CPF procedures. This also applies to performance appraisals which will be entered into the servicing-CPF system at the host activity.

**14. Awards.** Awards are recommended by the first-level supervisor at the host activity and accomplished in the same manner as noncareer-broadening employees. Monetary awards will, by default, be charged to the parent activity's fund cite and therefore must be coordinated with them when making the recommen-

dation to allow them to budget for the obligation. If the award is to come from other than the parent activity funds, the appropriate fund cite must be designated.

THOMAS W. BATTERMAN  
Deputy Director, Logistics

**Attachment 1****HQ AFMC/LG CAREER-BROADENING PROGRAM MOBILITY AGREEMENT**

I understand the policy and the need for mobility in the HQ AFMC/LG career-broadening program. I agree, if reassigned or temporarily promoted to a position in subject program, to move to the duty location where the career broadening will be provided. I agree to remain at this location for \_\_\_\_ years to complete this development, after which I agree to be returned to the geographical location from which selected for the career-broadening assignment.

I understand that I may be returned to the installation from which selected for the career-broadening assignment before completion of the agreed duration for reasons determined to be in the best interest of the Air Force. I understand that I will receive a 60-day notice if I am returning ahead of schedule, unless I decide to waive this notice.

I also understand that upon my refusal to accept reassignment back to the installation from which selected, without satisfactory reasons, action will be taken to separate me for failure to accept an assignment in compliance with the conditions of this agreement. In the event I am separated from federal service for refusal to accept a direct assignment made in connection with this agreement, I understand I will not be entitled to severance pay. I understand that I will not be allowed to initiate transfer to other organizations during the tenure of my career-broadening assignment. I understand that a transfer to another position at the host activity will require mutual agreement by both the parent and host activities at the two-symbol level. I understand that a transfer to another position at the host activity will cancel my return rights to my parent activity.

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Employee Signature

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Date

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HQ AFMC/LG Representative Signature

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Date

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Civilian Personnel Flight Signature

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Date

**Attachment 2****STANDARD VACANCY ANNOUNCEMENT**

LOCATION: (Air Logistics Center, Product Center or WPAFB OH)

TITLE

HQ AFMC/LG Career-Broadening Program

Announcement No.:

Duty Location:

Opening Date:

Closing Date:

This program is designed to provide career-broadening opportunities within the field of logistics management. Eligible employees will be selected for a \_\_\_\_-year assignment to (host activity). Job assignment will be in a logistics functional area such as: item management, equipment, facilities, production, industrial fund management, management systems, workloading, quality assurance, interservicing, technology, inventory, receiving and storage, policy and procedures, programs, resource management, airlift management, shipment management, international transportation, traffic management and packaging policy.

A limited number of vacancies is expected in the following position categories:

- Maintenance Specialist, GS-301-XX (grade of psn)
- Inventory Management Specialist, GS-2010-XX (grade of psn)
- Logistics Management Specialist, GS-346-XX (grade of psn)
- Supply Systems Analyst, GS-2003-XX (grade of psn)
- Transportation Specialist, GS-2130-XX (grade of psn)
- Packaging Specialist, GS-2032-XX (grade of psn)

**General Qualifications:**

**Maintenance Specialist**--Applicants should have operating, administrative or managerial experience in maintenance management, production control or other directly related functions.

**Inventory Management Specialist**--Applicants should have general experience in materiel management fields such as item management, cataloging, EOQ, recoverable or equipment stock control and distribution, funds management, war reserves, business practices, or RSP or ISSL management experience.

**Logistics Management Specialist**--Applicants should have a general knowledge of programs such as DRIVE, WRM, item management systems, funds management, distribution activities, or RSP or ISSL management experience.

**Supply Systems Analyst**--Applicants should have general experience in one of the supply fields such as retail item management/stock control, supply systems (D035K or SBSS), stock fund management, depot maintenance supply support, procedures and analysis, and equipment management.

**Transportation Specialist**--Applicants should have general experience in transportation areas such as freight-loading, transportation operations, cargo scheduling, and transportation management specialists.

**Packaging Specialist**--Applicants should have general experience in packaging.

A complete description of required experience and education qualifications for these series can be found in OPM Handbook X-118, *Qualification Standards for Positions Under the General Schedule*.

**Ranking Factors:** Ranking of candidates will be based on experience, current performance appraisal, awards and suggestions, and ranking panel rating.

**Who May Apply:** Career and career-conditional employees may apply.

**Application:** Interested candidates must submit a package according to local announcement instructions to the local personnel office by the closing date stated in announcement. Applications for both temporary promotion or for reassignment to the position grade determined will be accepted; however, employees will be returned at permanent grade from which selected prior to career-broadening assignment. Employees who don't file under this announcement won't be considered for this program. Candidates should complete a separate package for each job series and grade for which applying.

**Privacy Act:** Required forms ask for social security number (SSN). The principal purpose for which the SSN will be used is to identify for promotion employees who may have the same name. The routine use is to return the form to the employees to advise them of whether or not they were considered qualified. Disclosure is voluntary. The effect of not providing the SSN is that the wrong employee of the same name could be considered for promotion rather than the applicant.

SELECTION FOR THIS POSITION WILL BE BASED ON MERIT WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, PHYSICAL HANDICAP, POLITICAL AFFILIATION, OR ANY OTHER NONMERIT FACTOR.